

# Diversity and Inclusion Policy



CALTEX



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This policy applies to all employees employed by Caltex Australia Petroleum Pty Limited and related entities within Australia. Where an employee is covered by this policy and an Enterprise Agreement, the Enterprise Agreement shall take precedence.

At Caltex, we embrace a strong belief in the advantages of a diverse and inclusive workplace in which individuals of varied backgrounds and perspectives are welcomed, encouraged and given the opportunity to contribute to their full potential.

Ours is a work environment where employees are valued for their distinctive experiences and the strength of their contribution. By diversity, we mean the prevalence of difference in our workplace, including thinking styles, capabilities, education and background, gender, ethnicity, religion, age, sexual orientation, disability, family status and all the other unique differences in our backgrounds that make each of us who we are.

Diversity and inclusion is a key enabler for us to become a highly capable organisation and achieve our vision. Specifically, having a diverse and inclusive workforce will help us to:

- achieve our key success measure of delivering top quartile shareholder returns through greater innovation, productivity and employee engagement;
- become an employer of choice through attracting, developing and retaining the very best talent and building a diverse talent pipeline;
- be agile and adaptable to respond to changing market conditions;
- better understand our customers through having an employee base that is at least as reflective of the communities in which we operate; and
- create a safe environment for all of our employees to bring their authentic selves to work and treat all of our employees, contractors, consultants, customers, suppliers and other stakeholders fairly and with respect.

Our commitment to diversity and inclusion forms part of a merit-based organisational culture. We seek to create a work environment where people are included and free to achieve their best, without encountering prejudice. This commitment extends to all of our employment practices and includes but is not limited to: recruitment; onboarding; performance management; talent identification/succession planning; career development; promotion and; retention. We will not tolerate any form of unlawful discrimination, harassment or victimization of an employee.

We acknowledge the need for our people to combine and balance their career and commitments outside of work, including the importance of caring for children and other family members. We will explore innovative flexible work options to enable our people achieve this balance.

## **Diversity and Inclusion Objectives**

We will set measurable objectives relating to diversity and inclusion on an annual basis. The way in which achievement is to be measured will be clearly identified and approved by the Caltex Board ("Board"). We will disclose our achievement against these objectives each year in our Corporate Governance Statement.

## **Corporate Governance**

In accordance with the Board and Committee Charters, the Caltex Nomination Committee will oversee strategies to address Board diversity, including succession planning to maintain an appropriate mix of skills, experience, expertise and diversity on the Board. When reviewing its performance, the Board will give consideration to its gender diversity objectives. Information about the mix of skills and diversity that the Board is looking to achieve in its membership will be disclosed in our Corporate Governance Statement.

The Caltex Human Resources Committee will:

- oversee the Caltex diversity and inclusion policy, including the setting and achievement of annual measurable objectives for achieving diversity and inclusion outcomes; and
- regularly report on these outcomes to the Board.

We will also disclose annually the proportion of men and women on the Caltex Board, in senior executive positions and across the whole organisation.

## **Caltex Leadership Responsibilities**

It is an expectation that our leaders will:

- demonstrate a commitment to diversity and inclusion that is visible and unambiguously aligned with this Policy and its related objectives;
- support our people to balance their career commitments outside of work and to promote work flexibility consistent with business success;
- foster individual career development in accordance with our diversity and inclusion objectives, and make decisions on selection and promotion on the basis of merit;
- diligently work to create an environment where people demonstrate respect for others and which is free from unlawful discrimination, harassment and bullying; and
- support individuals to quickly and respectfully resolve concerns or complaints that arise in the context of our diversity and inclusion commitments.

## Individual Responsibilities

In addition to the responsibilities exercised by leaders, we expect each individual will treat all employees, contractors, consultants, customers, suppliers and other stakeholders fairly and with respect and to prevent or stop unlawful discrimination, harassment and bullying in their workplace.

All employees are encouraged to participate in initiatives that support the achievement of our diversity and inclusion objectives.

## Resolving concerns under this policy

We recognise that individuals may become concerned about non-compliance with the obligations set out in this Policy. We encourage people to raise any such concerns as they arise to achieve constructive and prompt resolution.

Where an individual is concerned that someone's behaviour is inconsistent with this policy, it may be appropriate that they raise their concerns directly with that person. If the individual feels uncomfortable approaching the person directly, or if the issue cannot be resolved through direct discussion, then the concerned individual should quickly speak about the issue with a relevant manager. If the individual does not feel comfortable talking about their concern with a manager, then they should speak with Human Resources. We will act to resolve such issues, respectfully and constructively.

## Disclosure

Information about our diversity and inclusion strategy and objectives will be included in our Corporate Governance Statement.

This policy will be made available from the Caltex website ([www.caltex.com.au](http://www.caltex.com.au)).

## Reviewing this Policy

The Caltex Human Resources Committee will review this Policy at least every two years and recommend to the Board any amendment to the Policy.

## Document Details

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<b>Document Owner:</b> Executive General Manager HR	<b>Current from:</b> December 2017
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